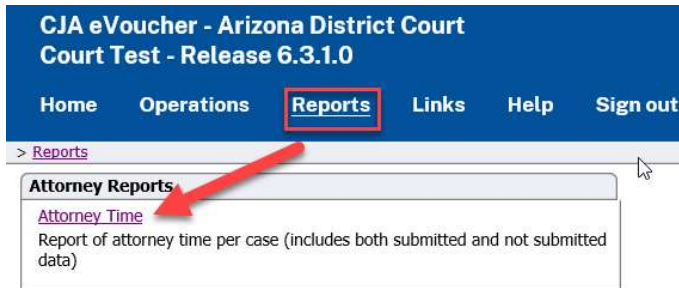


How to Review Attorney Time by Day

To verify all time billed across multiple cases on a given day, complete the following steps:

Step
1

From the menu bar, select **Reports**. On the reports page, select **Attorney Time** report.



Step
2

On the attorney time report parameter page,

- (1) Select the **Start Date** and **End Date**. Best to select one date for both fields if you are verifying time entered for one day.
- (2) For best results leave **Detail** field as "Complete Detail" and **Amounts** field as "Fee Calculations" which are the default selections.
- (3) For **Cases to Include** field, click "Select All" which will allow all time entered for the selected cases for the date(s) entered to display results.
- (4) Click **Run Report** button.

Report Name: Attorney Time

[Run Report](#)

Start Date: 10/1/2020

End Date: 10/1/2020

Detail: * Complete Detail

Amounts: * Fee calculations

Cases to Include: *

[Select All](#)

Select	Name
Select	ad (2:20-CR-08886)
Select	[REDACTED] 9)
Select	Another Defendant (2:19-CR-00002)
Select	[REDACTED]
Select	demo (2:20-CR-08000)
Select	demo (2:20-CR-09999)
Select	Sample Appt (2:20-CR-02500)
Select	Sample Defendant (3:19-CR-00001)
Select	Sample Demo (2:20-CR-05000)
Select	Star Gazer (4:20-CR-01111)
Select	Star Gazing (4:20-CR-01112)
Select	Test Case (2:20-CR-03000)

You have selected 0 item(s).

Please select from the entries on the left

How to Review Attorney Time by Day (cont'd)

Step
3

Resulting report will display. Report will display with one case per page with the grand total on the last page.

Attorney Time Report for Attorney, Sample

Start Date: 10/1/2020

Detail: Complete Detail

End Date: 10/1/2020

Amounts: Fee calculations

2:19-CR-00002

Defendant: Another Defendant

Service Type	Date	Description	Rate	Hours	Amount
ArraignmentPleaHours	10/1/2020	Test 1	\$152.00	10.00	\$1,520.00
InterviewHours	10/1/2020	Test 2	\$152.00	0.50	\$76.00
			Total	10.50	\$1,596.00

Report Executed on: Friday, October 9, 2020

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Attorney Time Report for Attorney, Sample

Start Date: 10/1/2020

Detail: Complete Detail

End Date: 10/1/2020

Amounts: Fee calculations

3:19-CR-00001

Defendant: Sample Defendant

Service Type	Date	Description	Rate	Hours	Amount
ArraignmentPleaHours	10/1/2020	Sample Entry 1	\$190.00	1.00	\$190.00
InterviewHours	10/1/2020	Sample Entry 2	\$190.00	2.00	\$380.00
			Total	3.00	\$570.00

Totals For Attorney Attorney, Sample 13.50 \$2,166.00

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How to Review Attorney Time by Day (cont'd)

Step
4

To run the report with different parameters, click **Return to Parameters**.
To close this report, click red **"X"** in upper right corner.

